

REVISED PERFORMING ARTS TOURING AND PRESENTING PROGRAM

2003-2004 REQUEST FOR FEE SUPPORT--CONTRACT SUMMARY

Instructions: Complete all sections. Incomplete forms will not be considered. This summary must be accompanied by the following attachments.

	Attached	On File	Not Required
A. A copy of presenter's tax-exemption letter (unless on file or not required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. A completed Presenter Questionnaire (unless on file)	<input type="checkbox"/>	<input type="checkbox"/>	
C. Request Formula Worksheet	<input type="checkbox"/>		
D. A copy of the fully executed contract between the artist and presenter	<input type="checkbox"/>		
E. A letter from presenter's fiscal officer authorizing funds for the engagement (must accompany <i>every</i> contract)	<input type="checkbox"/>		
1. Presenting organization's popular name _____			
Presenting organization's legal name _____			
2. Federal Employers ID Number _____			
3. Department, if applicable (i.e. Associated Students, Music Dept., Arts and Lectures, etc.) _____			
4. Address _____			
City _____ Zip _____			
5. Contact person (if college, enter name of permanent staff or faculty only) _____			
6. Title _____ 7. Phone _____ 8. Fax _____ 9. E-mail _____			
10. Address _____			
City _____ Zip _____ County _____			
11. Authorizing Fiscal Officer _____			
12. Name of facility where performance is scheduled _____			
13. Full address of facility _____			
City _____ Zip _____ County _____			
14. Facility's distance from artist's home base in miles by straight line measure _____			
15. Artist's Name _____ City _____ County _____			
16. Artist's Booking Contact _____ 17. Phone _____			
18. Booking Company, if applicable _____			
19. Street Address _____			
City _____ State _____ Zip _____ Country _____			
20. Engagement date(s) (Specify "tentative" if necessary) _____			
21. A. Number of days of engagement ____ B. Number of public performances ____ C. Number of other services ____			
22. Name of person completing this form _____			
23. Signature of presenter _____			
24. Artist Fee \$ _____ 25. Maximum % eligibility based on Request Formula Worksheet _____			
(May be up to 65%)			
26. % of Fee Requested _____ 27. CAC Fee Reimbursement Requested (\$7,500 maximum) \$ _____			
(May be up to 40%)			